



# DEPUTY REGISTRAR PROCEDURE MANUAL

## PROOF OF IDENTITY

The Proof of Identity chapter of the manual explains the requirements that must be met for a person to prove his or her identity for transaction issuance.

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## 1 WHEN PROOF IS REQUIRED

An applicant is required to prove identity for most transactions issued at a Deputy Registrar Agency. Proof of identity is identified by five elements, which are described in section [2 - Five Elements of Identity](#) of this chapter. The Acceptable Documents List provides a list of documents acceptable to prove identity.

Some transactions, such as an Ohio credential issuance, require more identification than other transactions, like collecting a reinstatement fee payment. The documents required are determined by the applicant's status in the U.S., the credential held (if any), and the type of transaction requested. Use the information in this section to determine what documents are required for your applicant.

### 1.1 REQUIREMENTS FOR CITIZENS

U.S. citizens, including naturalized citizens and citizens born abroad, are required to present proof of identity as described in Table 1-1 below.

Table 1-1: Required Documents for U.S. Citizens		
<i>Situation:</i>	<i>Required documents:</i>	
<b>Credential transactions:</b>	<b>Standard issuance:</b>	<b>Compliant issuance:</b>
First credential issuance, DL/ID expired over six months, or when switching from Standard to Compliant	Proof of the five elements (scan non-Ohio credential, if presented)	Proof of the five elements (scan all proof and if presented, non-Ohio credential)
Subsequent credential transaction with <u>no changes</u> to name, DOB, SSN, or status in U.S., unless switching from Standard to Compliant	One acceptable document (not scanned unless it is a naturalization document)  See section <a href="#">1.4 – One Document Credential Transactions</a> of this chapter for details	One acceptable document (not scanned unless it is a naturalization document)  See section <a href="#">1.4 – One Document Credential Transactions</a> of this chapter for details
Subsequent credential transaction with <u>changes</u> to name, DOB, SSN, or status in U.S., unless switching from Standard to Compliant	One acceptable document and proof of changed element  (not scanned unless change was to status in U.S.)	One acceptable document and proof of changed element (scan proof of change)
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. A regular “four-year” Ohio credential is issued to U.S. citizens.</li> <li>2. Other documents may need scanned in addition to the identity documents.</li> </ol>		

**Table 1-1 Continued: Required Documents for U.S. Citizens**

<i>Situation:</i>	<i>Required documents:</i>
<b>Serving as a cosigner</b>	Ohio credential or proof of 5 elements If non-Ohio resident, out-of-state credential and proof of SSN (scan cosigner's identity documents only when minor is being issued a Compliant credential)
<b>Vehicle registration transactions</b> for Ohio resident	Ohio credential or proof of SSN
<b>Other transactions</b> (not "DL/ID" or "VR")	See specific manual chapter for the transaction in question – in general Ohio credential or proof of SSN is acceptable
<b>Certifying Address</b> for spouse or child (BMV 2336)	Ohio credential or proof of SSN. Proof of relationship for Compliant issuance. (see the BMV 2336 instructions in the Forms chapter for scanning information)

## 1.2 REQUIREMENTS FOR PERMANENT RESIDENTS

A lawful permanent resident is defined as a non U.S. citizen who has been granted authorization under federal law to live and work in the United States on a PERMANENT basis. As proof of this status, a person is granted an I-551 PERMANENT RESIDENT card, commonly referred to as a green card.

Permanent residents of the U.S. are required to present proof of identity as described in Table 1-2.

*Note:* See section [2.1.1 – Establish a Name](#) for information about truncated names displayed on the I-551 or I-766.

**Table 1-2: Required Documents for Permanent Residents**

<i>Situation:</i>	<i>Required documents:</i>	
<b>Credential transactions:</b>	<b>Standard issuance:</b>	<b>Compliant Issuance:</b>
First credential issuance, DL/ID expired over six months, or when switching from Standard to Compliant	Proof of the five elements (scan all proof and if presented, the non-Ohio credential)	Proof of the five elements (scan all proof and if presented, the non-Ohio credential)
Subsequent credential transaction with <u>no changes</u> to name, DOB, SSN, or status in U.S., unless switching from Standard to Compliant	I-551 with or without the Ohio Credential (scan I-551) See section <a href="#">1.4 – One Document Credential Transactions</a> of this chapter for details	I-551 with or without the Ohio Credential (scan I-551) See section <a href="#">1.4 – One Document Credential Transactions</a> of this chapter for details
Subsequent credential transaction with <u>changes</u> to DOB, SSN, or status in U.S., unless switching from Standard to Compliant	I-551 and proof of changed element (scan I-551 only)	I-551 and proof of changed element (scan I-551 and proof of change)
Subsequent credential transactions with <u>changes to name</u> , unless switching from Standard to Compliant	I-551 showing new name or I-551 or unexpired foreign passport and I-797 with acceptable case type showing the new name. (Scan I-551 and if presented, the I-797)	I-551 showing new name or I-551 or unexpired foreign passport and I-797 with acceptable case type showing the new name. (Scan I-551 and if presented, the I-797)
<b>Notes:</b> <ol style="list-style-type: none"> <li>1. A regular “four-year” Ohio credential is issued to permanent residents.</li> <li>2. Other documents may need scanned in addition to the identity documents.</li> </ol>		
<b>Serving as a cosigner</b>	Ohio credential or proof of 5 elements If non-Ohio resident, out-of-state credential and proof of SSN (scan cosigner’s identity documents)	
<b>Vehicle registration transactions</b> for Ohio resident	Ohio credential or proof of SSN	
<b>Other transactions</b> (not “DL/ID” or “VR”)	See specific manual chapter for the transaction in question – in general Ohio credential or proof of SSN is acceptable	
<b>Certifying Address</b> for spouse or child (BMV 2336)	Ohio credential or proof of SSN. Proof of relationship for Compliant issuance. (see the BMV 2336 instructions in the Forms chapter for scanning information)	

### 1.3 REQUIREMENTS FOR TEMPORARY RESIDENTS

A person with legal presence is defined as a non U.S. citizen who has been granted authorization under federal law to live and work in the United States on a TEMPORARY basis. As proof of this status, a person is issued appropriate United States Citizenship and Immigration Service (USCIS) documents indicating their temporary status.

Residents of the Federated States of Micronesia (FSM), Republic of Marshall Islands (RMI), and Palau are referred to as citizens of the “Freely Associated States.” They are nonimmigrants admitted to the U.S. for an indefinite period of time. They are not U.S. citizens. See Table 4-9 for documents and issuance details.

Temporary U.S. residents are required to present proof of identity as described in Table 1-3.

*Note:* The previous NR/NT credential can be used to prove address if the address on the card is current.

Table 1-3: Required Documents for Temporary Residents	
<i>Situation:</i>	<i>Required documents:</i>
<b>Credential transactions (Standard issuance):</b>	
First credential issuance, or DL/ID expired over six months	Proof of the five elements (scan all documents including the non-Ohio credential, if it is presented)
Subsequent credential transaction with <u>no changes</u> to name, DOB, SSN, or status in U.S.	Proof of the five elements (scan all documents)
Subsequent credential transaction with <u>changes</u> to DOB, SSN	Proof of the five elements (scan all documents)
Subsequent credential transaction with <u>changes</u> to status in U.S.	Proof of the five elements, which includes proof of the change of citizenship status (scan all documents)
Subsequent credential transactions with <u>changes to name</u>	Proof of the five elements – USCIS documents must display new name (scan all documents)
<i>Note:</i> <ol style="list-style-type: none"> <li>1. A Standard nonrenewable/nontransferable (NR/NT) Ohio credential is issued to temporary residents. NR/NT credentials are not issued as Compliant.</li> <li>2. Other documents may need scanned in addition to the identity documents.</li> </ol>	

<b>Table 1-3 Continued: Required Documents for Temporary Residents</b>	
<i>Situation:</i>	<i>Required documents:</i>
<b>Serving as a cosigner</b>	Ohio credential or proof of 5 elements If non-Ohio resident, out-of-state credential and proof of SSN (scan cosigner's identity documents)
<b>Vehicle registration transactions</b> for Ohio resident	Ohio credential or proof of SSN
<b>Other transactions</b> (not "DL/ID" or "VR")	See specific manual chapter for the transaction in question – in general Ohio credential or proof of SSN is acceptable
<b>Certifying Address</b> for spouse or child (BMV 2336)	Proof of the five elements. Proof of relationship for Compliant issuance. (see the BMV 2336 instructions in the Forms chapter for scanning information)

## 1.4 ONE DOCUMENT CREDENTIAL TRANSACTIONS

When applying for a subsequent credential issuance, an applicant may qualify for what is known as a "one document transaction." When qualified for a one document transaction, the applicant is permitted to present one document from the Acceptable Documents List for issuance.

If a Compliant credential is being issued, the document must be on the BMV 2430 and if issuing a Standard credential, the document must be on the BMV 2424.

An applicant qualifies for a one document transaction when all the following criteria are met:

- The applicant is a U.S. citizen or a permanent resident (permanent resident must use I-551 as one document).
- An Ohio credential that is unexpired or expired less than six months is on file, regardless of any suspensions.
- The applicant is not switching from a Standard to a Compliant credential.
- There are no changes to the applicant's full legal name, date of birth, Social Security Number (SSN), or status in the U.S.



**Ohio credential is presented ...**

If an Ohio credential, unexpired or expired less than six months, is presented, the transaction can be issued when all of the following criteria are met:

- The name, date of birth, and photograph on the Ohio credential matches the information and photo on file.
- The applicant matches the photograph on file. If the photograph does not display, a Compliant credential cannot be issued.

**Other document is presented ...**

If an acceptable document other than an Ohio credential is presented, the transaction can be issued when all of the following criteria are met:

- The BMV 5745 is completed due to an Ohio credential not being presented.
- The name, date of birth, SSN, and status in the U.S. recorded on the BMV 5745 match the record on file.
- The applicant matches the photograph on file. If the photograph does not display, the transaction cannot continue.

If the name and date of birth on the Ohio credential or the name, date of birth, and status in the U.S. recorded on the BMV 5745 do not match the information on file, additional documentation proving the mismatch is required.

## 2 FIVE ELEMENTS OF IDENTITY

The Bureau of Motor Vehicles (BMV) requires an applicant to prove the five elements of identity to obtain an Ohio credential unless the applicant qualifies for a “one document transaction.” The five elements are:

- Full legal name
- Date of birth
- U.S. citizenship or legal presence
- Social Security Number (SSN) if assigned
- Residential street address

## 2.1 FULL LEGAL NAME & DATE OF BIRTH REQUIREMENTS

The applicant's full legal name consists of his or her current first (given) name, middle name, and last name (surname). To establish the applicant's full legal name and date of birth, he or she must present at least one acceptable document containing his or her full legal name and date of birth. See section [3 - Acceptable Documents](#) of this chapter for more information about acceptable documents.

**Suffix.** Suffixes, such as Jr., Sr., I, II, etc., are not a part of the full legal name. When an applicant requests, you are permitted to add or remove a suffix from the applicant's name without documentation.

The applicant's full legal name entered into BASS will be the name used for any inquiries during issuance, such as SSA check and USCIS verification, and will also display on the credential issued.

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### 2.1.1 ESTABLISH A NAME

A full legal name needs established when:

- There is no record on file (the *Inquiry Not In File* screen is used to enter name and date of birth).
- There is a DX process but not a full record on file (only name, date of birth, and SSN populate on the *Personal Information* screen.)
- A Compliant credential is being issued and there is no previous credential or the previous credential is not Compliant (treat this as a new issuance).

The applicant's full legal name can only be established using documents from the Acceptable Documents List that prove full legal name or name change. Use the name on the document proving name. If the name on the document is not the applicant's current full legal name, use the name requested as long as it is supported by acceptable name change documents.

When an applicant presents an I-551 or I-766, the full legal name in BASS must be spelled out as much as possible using the names on the documents presented. If the front does not have the full legal name, use the front and the back of the I-551 or I-766 and the foreign passport, if it was presented, to obtain the full legal name.

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### 2.1.2 NAME CHANGE

A name change is when the name established on record is updated to reflect the applicant's current full legal name. See section [3.3 - Name Change Documents](#) in this chapter for a list of acceptable name change documents.

**Proof of name change required.** U.S. citizens must present additional documents to prove name when any of the following situations apply:

- The document proving name does not display the current full legal name that the applicant requests on the credential. See the exceptions below.
- The name on the documents proving citizenship and full legal name are not consistent. See the exceptions below.
- The document proving name does not match the name in BASS when issuing any Standard credential.
- The document proving name does not match the name in BASS when issuing a Compliant credential and the previous credential is also Compliant.

**Exceptions.** Proof of name change is not required when either of the following situations apply:

- When issuing a Compliant credential and the previous credential was not Compliant, the link between the name on record and the documents presented are not needed. First-time Compliant credentials are considered new issuances.
- When issuing a Standard credential, the previous credential is unexpired or expired for any amount of time, the current name is on record, and at least one acceptable document shows the current full legal name, additional documents are not required.

If a temporary or permanent U.S. resident has changed his or her name since the legal presence documents were issued, updated legal presence documents must be presented for the Ohio credential to display the applicant's new name. A name change is usually indicated on an I-797 with an acceptable case type. See section [4.2 - I-797](#) of this chapter for I-797 case types. Additional documents are required if you cannot determine the person at the counter is the person whose record is in BASS.

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### 2.1.3 LEGAL NAME CHANGE OPTIONS

When an applicant changes his or her legal name, the applicant is permitted, but not limited to:

- Replace the maiden last name with a married last name.
- Hyphenate or space the maiden and married last names.
- Replace the middle name with a married name and retain the maiden last name.
- Replace the middle name with the maiden name and use the married name as the last name.
- Retain the middle name or initial and hyphenate the maiden and married last names.
- Revert last name from married name back to maiden name (personal choice or divorce). Proof linking the current name to the maiden name is required and is met by presenting one of the following documents/set of documents:
  - Divorce or dissolution decree (does not need to state the use of the maiden name) and birth certificate
  - Marriage license or certificate and birth certificate
  - Court ordered name change
- Change full legal name to an alternate name with a court ordered name change.

Contact the License Control help desk to review any unique situations that are not included on the list above.

## 2.2 SOCIAL SECURITY NUMBER REQUIREMENTS

Federal law permits, and Ohio law requires, the applicant's SSN to be on all applications for Ohio credentials and vehicle registrations. The only exception is for applicants who have never been issued an SSN.

To establish SSN, the applicant must present one acceptable document containing his or her SSN. See section [3 - Acceptable Documents](#) of this chapter for additional information.

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### 2.2.1 NO SSN ASSIGNED

An applicant who can demonstrate to the Registrar's satisfaction that he or she has never been assigned an SSN is permitted to apply for a Standard Ohio credential upon giving acceptable proof of his or her true identity. True identity includes the person's full legal name, date of birth, U.S. citizenship or legal presence, and residential street address.

An applicant who states he or she has never been assigned an SSN must complete the BMV 2161 *Applicant's Affidavit No Social Security Number Assigned* form before an Ohio credential can be issued. Information and instructions for the BMV 2161 are located in the Forms chapter of the Deputy Registrar Procedure Manual.

When a record returns with no SSN on file, ask the applicant if he or she has been assigned an SSN. Asking the question allows the record to be updated with an SSN that was assigned after the previous credential issuance. Contact the License Control help desk to update the SSN.

Applicants who have an SSN on file but later attempt to revoke or cancel it, do not qualify to use the BMV 2161.

In addition, a Commercial Driver License (CDL) or any Compliant credential cannot be issued to an applicant who does not provide acceptable proof of his or her SSN.

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### 2.2.2 RESISTANCE TO PROVIDE SSN

An applicant may comment that requiring a Social Security Number is "an invasion of privacy."

As stated in the SOCIAL SECURITY ACT TITLE II. 42 U.S.C. 405(c)(2)(C)(i):

"It is the policy of the United States that any State (or political subdivision thereof) may, in the administration of any tax, general public assistance, driver's license, or motor vehicle registration law within its jurisdiction, utilize the Social Security account numbers issued by the Commissioner of Social Security for the purpose of establishing the identification of individuals affected by such law, and may require any individual who is or appears to be so affected to furnish to such State (or political subdivision thereof) or any agency thereof having administrative responsibility for the law involved, the Social Security account number (or numbers, if he has more than one such number) issued to him by the Commissioner of Social Security."

If an applicant has an SSN but refuses to provide it, the Ohio credential cannot be issued.

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### 2.2.3 NAME ON PROOF OF SSN DOCUMENT

When issuing a Standard or Compliant credential, the name on the document proving SSN does not have to match the applicant's current legal name exactly. A document proving SSN is also acceptable in the following situations:

- **Missing middle name.** The middle name is not required to display on the document that proves SSN.
- **Middle initial.** A document proving SSN that displays a customer's middle initial instead of middle name is acceptable.

The transaction can continue as long as an SSA code message does not display on the *Personal Information* screen.

When issuing a Compliant credential, the name on the document proving SSN does not need to match the full legal name used to issue. Regardless of the name on the document proving SSN, BASS verifies the name entered into BASS, date of birth, and SSN through Social Security Administration (SSA). The transaction will stop if the three pieces of information are not verified successfully by SSA. If the applicant's name is not verified through SSA, the applicant must first change his or her name with SSA to obtain a Compliant credential in the requested name.

When a Compliant issuance is stopped due to a name mismatch, the applicant has the option to obtain a Standard credential as long as proof of name change is presented to link the name on the documents. Once the proof of name is satisfied, bypass the “Code 3 – Name Does Not Match” message and continue issuing the transaction.

## 2.3 U.S. CITIZENSHIP OR LEGAL PRESENCE REQUIREMENTS

All applicants requesting an initial credential issuance or whose status in the U.S. has changed are required to show proof of U.S. citizenship or legal presence. To establish U.S. citizenship, lawful permanent residence, or legal presence, the applicant must present appropriate acceptable documents based on his or her status in the U.S. See sections [3 - Acceptable Documents](#) and [4 - Acceptable USCIS Documents](#) of this chapter to determine acceptable proof of U.S. citizenship, lawful permanent residence, and legal presence documents.

## 2.4 RESIDENTIAL STREET ADDRESS REQUIREMENTS

If the documents presented to prove name, date of birth, SSN, and citizenship or legal presence do not establish the applicant’s current Ohio residential street address, the applicant must present additional documentation containing his or her name and current Ohio address to establish that address to the satisfaction of the BMV Registrar or Deputy Registrar.

Any document on the *BMV 2424 Acceptable Documents List for Standard Cards* that contains the applicant’s current Ohio street address is acceptable as proof of Ohio street address for issuance of a Standard card.

Any document on the *BMV 2430 Acceptable Documents List for Compliant Cards* that contains the applicant’s current Ohio street address is acceptable as proof of Ohio street address for issuance of a Compliant card. Two documents from different sources are needed to prove address for a Compliant card.

A post office box or other mail box address is not acceptable as a residential street address. Any exception to this must be verified and approved through the License Control help desk.

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### 2.4.1 PROOF OF ADDRESS

An applicant must present documentation that proves his or her current Ohio address when:

- An Ohio credential has never been issued.
- An Ohio credential is expired over six months.
- An out-of-state license is converted to Ohio.
- A non-U.S. citizen applies for a credential.

If an applicant updated his or her address through the mail or BMV website and the address returned in BASS at the time of issuance is correct, no additional documentation is required unless one of the situations above apply.

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### 2.4.2 DECLARATION OF ADDRESS

A U.S. citizen or permanent resident who holds an Ohio credential that is unexpired or expired less than six months is permitted to declare his or her residential street address without additional proof.

A BMV 5745 *Application Information for Ohio Driver License or ID Card* form is not required when an applicant changes his or her address unless the form is needed for another reason.

To determine if an applicant holds an Ohio credential that is unexpired or expired less than six months, complete an inquiry in BASS by starting a [DL/ID](#) transaction and entering the customer's identifier. The expiration date of the last card issued will display at the top of the *Personal Information* screen with exception to expired identification cards. Contact the License Control help desk to confirm the expiration date of an expired identification card.



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### 2.4.3 NAME ON PROOF OF ADDRESS DOCUMENT

When issuing a Standard or Compliant credential, the name on the document proving Ohio address does not have to match the applicant's current legal name exactly. A proof of address document is acceptable in the following situations:

- **Nickname or shortened name.** Commonly used “nicknames” or names shortened to the first syllable or two, may be acceptable on documents presented to prove an Ohio street address. Common examples are listed below:

*Nicknames:*

- Peggy for Margaret
- Bill for William
- Dick for Richard
- Jack for John
- Tony for Anthony
- Bob for Robert

*Shortened:*

- Don for Donald
- Tom or Tommy for Thomas
- Mike for Michael
- Charlie for Charles
- Deb or Debbie for Deborah
- Sue for Susan
- Jenny for Jennifer

- **Middle name.** The customer's middle name or middle initial is not required to display on documents presented to prove Ohio street address.
- **Full legal name.** A middle name commonly used by the customer in place of their first name is acceptable on documents presented to prove Ohio street address. A few examples are listed below:
  - Curt Smith for John Curtis Smith
  - Don Black for Stewart Donald Black
  - Ann Williams for Margaret Ann Williams

### 3 ACCEPTABLE DOCUMENTS

The acceptable documents list is defined by Ohio Administrative Code (O.A.C.) section 4501:1-1-21 and is separated into the following categories:

- Source documents to prove full legal name and date of birth;
- Source documents to prove Social Security Number;
- Source documents to prove U.S. citizenship or legal presence;
- Supplemental documents to supplement the source documents, if needed; and
- Additional documents to prove residential street address if it is not on the source documents.

Acceptable documents presented must be the original or a certified copy (photocopy bearing a certification by the issuing authority). Uncertified copies or copies of certified documents are not acceptable.

Only issue transactions when sufficient acceptable documents are presented by the applicant. Additional documentation may be required if the documents presented are questionable or do not sufficiently prove identity. Contact the License Control help desk for assistance if the customer presents questionable documentation.

Use the *BMV Investigations Identifying Fraudulent Documents Part One* and *Part Two*, available on the *Manual and Resources* screen in BASS, to help identify authentic versus fraudulent documents.

#### 3.1 ACCEPTABLE DOCUMENTS LIST

The BMV 2424 *Acceptable Document List for Standard Cards* and the BMV 2430 *Acceptable Document List for Compliant Cards* contain the complete lists of acceptable documents for Standard and Compliant issuances. Both forms are available in BASS by clicking the [Documents](#) button. Interactive acceptable document checklists are available on the BMV Web site at <https://www.bmv.ohio.gov/NEWDL-ID/acceptabledocs.aspx> in addition to the BMV 2424 and BMV 2430.

Spanish and Somali translations are also available in BASS and on the BMV Web site.

### 3.2 ACCEPTABLE DOCUMENTS EXCEPTION POLICY

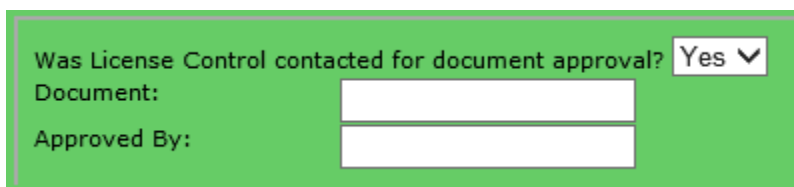
Applicants who, for reasons beyond their control, are unable to present all necessary documents for the issuance of an Ohio credential, and must rely on alternate documents to establish identity or date of birth, may request an exception in accordance with 6 C.F.R. § 37.11, O.A.C. 4501:1-1-21, and this exceptions policy process. Alternative documents to demonstrate lawful status **only applies to U.S. citizens.**

No exceptions shall be granted at the Deputy Registrar level.

When a customer presents proposed alternate documents, make reasonable efforts to establish the authenticity of the alternate documents each time they are presented.

Contact the License Control help desk to request an exception. **Fax** all acceptable documents and all proposed alternative documents **to License Control**. The License Control help desk staff will approve or deny the request using additional exception policy steps.

If the request is approved, indicate the approval in BASS by answering yes to the License Control question on the *Personal Information* screen and entering the required information (shown below). Scan the alternate documents.



The screenshot shows a green-bordered form with the following fields:

- A question: "Was License Control contacted for document approval?" followed by a dropdown menu showing "Yes" with a downward arrow.
- A label "Document:" followed by a white rectangular input field.
- A label "Approved By:" followed by a white rectangular input field.

**Registrar approved documents.** The Registrar has approved the use of the document(s) listed below without the need to go through the exceptions process for case-by-case approval:

**BMV 2443** – The BMV 2443 *Ohio Interim Documentation* is acceptable as identification in the same situations that an Ohio credential is acceptable as long as the BMV 2443 is within 60 days of the issue date. Additional BMV 2443 acceptance information:

- Verify the information on the BMV 2443 the same way as you verify information on an Ohio credential.
- When a BMV 2443 is presented in place of an Ohio credential for the issuance of another credential, the BMV 5745 is not required due to the card not being presented.

- The BMV 2443 can serve as proof of address. If a kerchunked Ohio credential is presented with the BMV 2443, the combination is considered one proof of address.
- When issuing a DL correction, the physical card must be presented unless the correction is due to an issue with the address.

### 3.3 NAME CHANGE DOCUMENTS

If the source documents do not establish the applicant's full legal name, or the names on the documents are inconsistent, additional documents must be presented to establish full legal name. Any of the documents listed below are acceptable for this purpose when issuing a credential:

- **Marriage certificate or marriage license**
- **Certified copy of a decree of divorce dissolution, or annulment of marriage**
- **Certified copy of a court ordered name change**
- **U.S. Passport** – Passport is not listed specifically in O.A.C. but has been approved by the BMV Registrar.
- **Registrar approved documents** – Any other genuine and reliable document approved by the BMV Registrar. Contact the License Control help desk for assistance regarding documents that are not listed.

**Naturalized citizen with name change.** A naturalized citizen who changes his or her name with the naturalization process must present proof of the name change along with the naturalization document. Proof of name change may be an attachment issued by USCIS along with the Naturalization Certificate.

### 3.4 ADDITIONAL ACCEPTABLE DOCUMENT INFORMATION

The information in this section provides additional details about specific acceptable documents. This information is not included on the BMV 2424 or BMV 2430.

**Birth Certificate** – Use the information below when determining if the birth record presented is acceptable:

- Birth records from a hospital or church are not acceptable. Records must be from an appropriate government agency, which includes Vital Statistics.
- Birth certificates issued by Puerto Rico prior to July 1, 2010 are not acceptable. The documents listed below are acceptable in place of a birth certificate:
- A wallet-size birth certificate issued by a county health department in Ohio is acceptable if it meets the requirements of a standard-size birth certificate.
- A Birth Certificate Abstract or Certificate of Birth issued by any vital statistic offices in Ohio (regardless of the applicant's county of birth) is acceptable if it is printed on security paper with a raised seal, signature, and border on all four edges.

**Certified copy of a court order** – The court order must be signed by a judge or magistrate, with or without the date of birth. If using to prove date of birth, it must contain the date of birth. Examples of a court order include marriage license, divorce decree, name change document, modification orders on a court ordered suspension, adoption papers, or bankruptcy. Copies of a certified traffic ticket are not acceptable.

**Social Security Card** – Use the following information to verify validity of the card:

- As of April 3, 2007, the issue date displays in MM/DD/YYYY format under the signature line. All versions of the paper Social Security card issued prior to April 3, 2007 are acceptable.
- If the back of the Social Security card states “do not laminate” and the card is laminated, the card cannot be accepted regardless of issue date.

*Note:* Do not send an applicant to the SSA to change only a middle initial or name on the card or to obtain a letter stating an SSN has never been assigned, unless BASS gives an error on verification.

**W-2 “Wage and Tax Statement”** – The W-2 is provided by most employers to show wages, salaries, tips, etc. paid to employees and taxes withheld. A 1040 form is not acceptable for proof of SSN. A W-2 is acceptable for two years from the issue year. As an example, a 2018 W-2 can be used in 2019 and 2020.

**1099 Form** – “Last previous” refers to the current tax year and the immediately preceding tax year.

**Military discharge separation papers** – Military discharge separation papers include a DD-214 or a DD-215, which is a correction to a DD-214. If a DD-215 is presented, the DD-214 must also be presented. If the military discharge separation papers are used to obtain an Ohio credential at no cost due to the applicant being a disabled veteran, the documentation must indicate an honorable discharge.

**School record or transcript** – The document must be a certified copy or stamped/sealed by the school administrator, principal, assistant principal, or school office secretary. A General Education Diploma (GED) is also acceptable.

**Federal or Ohio income tax return filing** – The 1040 or other filing document presented must show proof of filing. An e-mail confirmation is acceptable when copies are obtained from online source. “Last previous” refers to the current tax year and the immediately preceding tax year.

**Ohio Concealed Weapons Permit** – The permit must be a valid Ohio issued permit with photograph and contain all of the following information to be accepted:

- Name
- Address
- Date of Birth
- Photograph
- Issue date
- Expiration date
- Applicant’s signature

**Ohio Learner’s Permit** – An Ohio Temporary Instruction Permit Identification Card (TIPIC) is Ohio’s learner’s permit.

**State Issued Learner’s Permit** – States other than Ohio may indicate learner’s permit on the back of the card as a restriction.

**Proof of Address documents** – The information below applies to documents that prove address:

- A photocopy or printed screenshot of a document used to prove address is acceptable as long as the name, address, and date (if applicable) are included. As an example, a screenshot of a bank statement is acceptable if the screenshot is printed.
- Applicants are permitted to redact account and financial information from the proof of address documents.

**Marriage Certificate** – A marriage certificate must be in English or translated into English.

### 3.5 SCANS AND COPIES OF ACCEPTABLE DOCUMENTS

Documents presented to prove identity are not to be scanned or copied unless required for the transaction being issued or for an Investigative Review.

## 4 ACCEPTABLE USCIS DOCUMENTS

The documents listed in this section are acceptable for proof of lawful permanent residence, legal presence, or naturalization in the U.S. The information needed to enter into BASS when issuing a credential is also included.

Use the BMV Investigations Identifying Fraudulent Documents Part One and Part Two, available on the *Manual and Resources* screen in BASS, to help identify authentic versus fraudulent documents.

Establish the applicant's full legal name using the document that proves lawful status.

### 4.1 I-551 DOCUMENTS

An I-551 card may be referred to as a Permanent Resident Card, Resident Alien Card, or green card. I-551 cards issued to lawful permanent residents allow the person to permanently live and work in the U.S. as long as the terms of the stay are not violated. An I-551 issued to a temporary resident of the U.S. allows the individual to be in the U.S. for a specific amount of time.

Unless the I-551 expires before the applicant's 16th birthday, foreign residents must have their I-551 replaced when they turn 14 years of age. Do not issue a transaction if the applicant cannot be identified as the person in the I-551 photo. Advise the customer to obtain a new I-551 card with a current photo.

To determine if the I-551 was issued prior to the 14<sup>th</sup> birthday, use the following calculation:

**Exp date of I-551 – 10 years = Issue date of I-551**

**Issue date of I-551 – DOB = Age at which the card was issued**

When an applicant presents an I-551 or I-766, the full legal name in BASS must be spelled out as much as possible using the names on the documents presented. If the front does not have the full legal name, use the front and the back of the I-551 or I-766 and the foreign passport, if it was presented, to obtain the full legal name.



USCIS issues I-551 documents five ways. There are different issuing procedures for each document presented. See Tables 4-1 through 4-5 below for details.

UNITED STATES OF AMERICA

PERMANENT RESIDENT

SPECIMEN TEST V 17 AUG 1958

Surname  
**SPECIMEN**

Given Name  
**TEST V**

USCIS  
**000-000-002**

Category  
**IR1**

Country of Birth  
**Democratic Republic of Congo**

Date of Birth  
**17 AUG 1958**

Sex  
**M**

Card Expires: **04/02/10**

Resident Since: **01/01/10**

*Paul W. Specimen*

**Below:** Ten-year I-551 issued as of May 1, 2017.

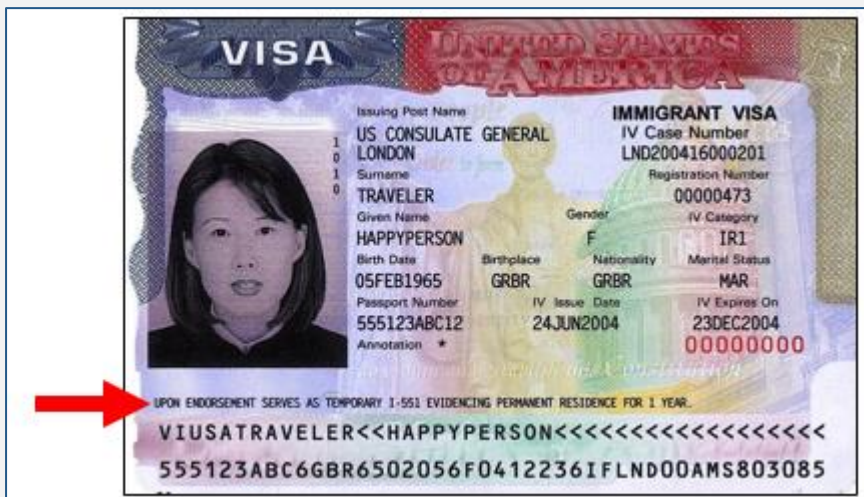
Revised: 07/09/2019

**Table 4-2: Two-Year Conditional I-551 Cards**

<b>Issued to:</b>	Individuals with legal presence in the U.S.
<b>Identifiers:</b>	<ul style="list-style-type: none"> <li>• Time frame between resident since date and expiration date is no more than two years ("Two-Year Conditional" does not display on the card)</li> <li>• Category code indicates two-year card (see Table 5-6 for codes)</li> </ul>
<b>Acceptable as:</b>	<ul style="list-style-type: none"> <li>• Unexpired I-551 card</li> <li>• Expired I-551 card with a red extension sticker</li> </ul>
<b>Select in BASS:</b>	"I-551T" on <i>Personal Information</i> screen
<b>Exp. Date in BASS:</b>	Enter expiration date displayed on I-551
<b>DL/ID Exp. Date:</b>	BASS uses the I-551 expiration date or the default expiration date, whichever occurs first
<b>DL/ID Issued:</b>	Nonrenewable/nontransferable

**Table 4-3: I-94 Stamped As Temporary I-551**


<b>Issued to:</b>	Individuals with legal presence in the U.S.
<b>Identifiers:</b>	<ul style="list-style-type: none"> <li>• "Upon endorsement serves as temporary I-551 evidencing permanent residence for one year" will be stamped to the right of the photo</li> <li>• The stamp will also include an issue date and a valid until date</li> </ul>
<b>Select in BASS:</b>	"I-551T PP/94" on <i>Personal Information</i> screen
<b>Exp. Date in BASS:</b>	Enter one year from the issue date on the I-94 stamp
<b>DL/ID Exp. Date:</b>	BASS uses the document expiration date or the default expiration date, whichever occurs first
<b>DL/ID Issued:</b>	Nonrenewable/nontransferable

**Table 4-4: Visa Indicating Temporary I-551**

<b>Issued to:</b>	Individuals with legal presence in the U.S.
<b>Identifiers:</b>	<ul style="list-style-type: none"> <li>• “Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year” displays below the photo</li> <li>• The stamp date will be on the page above the Visa</li> </ul>
<b>Select in BASS:</b>	“I-551T VISA” on <i>Personal Information</i> screen
<b>Exp. Date in BASS:</b>	Enter one year from the Visa issue date or one year from the arrival date on the I-94, whichever is greater
<b>DL/ID Exp. Date:</b>	BASS uses the document expiration date or the default expiration date, whichever occurs first
<b>DL/ID Issued:</b>	Nonrenewable/nontransferable

**Table 4-5: Foreign Passport Stamped As Temporary I-551**

<b>Issued to:</b>	Individuals with legal presence in the U.S.
<b>Identifiers:</b>	<ul style="list-style-type: none"> <li>• “Processed for I-551 temporary evidence of lawful admission for permanent residence” will be stamped on a passport page</li> <li>• The stamp will also include a valid until date</li> </ul>
<b>Select in BASS:</b>	“I-551T PP/94” on <i>Personal Information</i> screen
<b>Exp. Date in BASS:</b>	Enter one year from the issue date on the stamp
<b>DL/ID Exp. Date:</b>	BASS uses the document expiration date or the default expiration date, whichever occurs first
<b>DL/ID Issued:</b>	Nonrenewable/nontransferable

#### 4.1.2 TEN-YEAR AND TWO-YEAR I-551 CATEGORY CODES

The category code on the I-551 card determines if it is a ten-year or two-year I-551. The category codes displayed in Table 4-6 indicate the card is a ten-year I-551 and category codes displayed in Table 4-7 indicate the card is a two-year I-551.

Contact the License Control help desk if a code is not in either table.

**Table 4-6: Ten-Year I-551 Category Codes**

<b>A</b>					<b>B</b>		<b>C</b>		<b>D</b>	
A11	A36	A47	AA8	AR1	B11	B33	CH6	CU9	DS1	DV1
A12	A37	A48	AM1	AR6	B12	B36	CNP	CU10	DT1	DV2
A16	A38	AA1	AM2	AS1	B16	B38	CUO	CUX	DT2	DV3
A17	A41	AA2	AM3	AS2AS3	B17	BX1	CUP		DT3	DV6
A31	A42	AA3	AM6	AS6	B20	BX3	CU6		DT6	DV7
A32	A43	AA6	AM7	AS7	B29	BX6	CU7		DT7	DV8
A33	A46	AA7	AM8	AS8	B31	BX8	CU8		DT8	
<b>E</b>				<b>F</b>			<b>H</b>	<b>I</b>		
E4	E19	E34	EC6	F11	F27	F43	HK1	IB1	IF2	IW1
E5	E21	E35	EC7	F12	F28	F46	HK2	IB2	IR1	IW2
E10	E22	E36	EC8	F16	F29	F47	HK3	IB3	IR2	IW6
E11	E23	E37	ESI	F17	F31	F48	HK6	IB6	IR3	IW7
E12	E26	E39	EW3	F20	F32	FX1	HK7	IB7	IR4	
E13	E27	E51	EW4	F21	F33	FX2	HK8	IB8	IR5	
E14	E28	E52	EW5	F22	F36	FX3		IC6	IR6	
E15	E30	E53	EW8	F23	F37	FX6		IC7	IR7	
E16	E31	E56	EW9	F24	F38	FX7		IC8	IR0	
E17	E32	E57	EW0	F25	F41	FX8		IC9	IR8	
E18	E33	E58		F26	F42			IF1	IR9	
<b>J</b>	<b>K</b>	<b>L</b>		<b>M</b>			<b>N</b>			<b>O</b>
JW1	KIP	LA6	LB6	MB3	MP5	MR0	NA3	NP0	NP7	OIM
	KIC	LB1	LB7	M83	MR6		NA	NP5	NP8	OP1
		LB2		M93	MR7		NP1	NP6	NP9	

**Table 4-6 Continued: Ten-Year I-551 Category Codes**

<b>P</b>				<b>R</b>		<b>S</b>				
P1-1	P7	P28	P5-2	R16	RE3	S13	SC6	SE7	SJ2	SL6
P1-2	P8	P31	P51	R2	RE6	S16	SC7	SE8	SJ6	SM1
P2-1	P6-1	P32	P52	R26	RE7	S26	SD1	SHE	SJ7	SM2
P2	P6-1	P33	P53	R3	RE8	SA1	SD2	SEK	SK1	SM3
P3	P6-3	P36	P56	R51	RN6	SA2	SD3	SF1	SK2	SM4
P21	P11	P37	P57	R86	RN7	SA3	SD6	SF2	SK3	SM5
P23	P12	P38	P58	RE1	RN8	SA6	SD7	SF6	SK4	SR1
P26	P16	P41	P61	RE2		SA7	SD8	SG1	SK6	SR2
P28	P17	P42	P62			SA8	SE1	SG2	SK7	SR3
P3-1	P21	P43	P63			SB1	SE2	SG6	SK8	SR6
P3-2	P22	P46	P66			SC1	SE3	SG7	SK9	SR7
P4-1	P23	P47	P67			SC2	SE6	SJ1	SL1	SR8
P4-2	P26	P48	P68							
P4-6	P27	P5-1								
<b>T</b>	<b>V</b>	<b>W</b>	<b>Y</b>				<b>Z</b>			
T2	VI-5	W16	Y-1	Y-5	Y-9	Y-13	Y-64	Z-3	Z1	
T3	VI-6	W26	Y-2	Y-6	Y-10	Y-14		Z03	Z11	
T51	VI-7	W36	Y-3	Y-7	Y-11	Y-15		Z33	Z13	
TW1	VI-10		Y-4	Y-8	Y-12	Y-16		Z66	Z66	

**Table 4-7: Two-Year I-551 Category Codes**

<b>C</b>										
C2-1	C4-2	C12	C23	C23C28	C37	C47	C57	CF1	CX1	
C2-2	C4-3	C16	C24	C29	C38	C48	C58	CF2	CX2	
C2-3	C4-6	C17	C25	C31	C41	C51	CB1	CR1	CX3	
C2-6	C4-7	C20	C26	C32	C42	C52	CB2	CR2	CX6	
C2-7	C4-8	C21	C27	C33	C43	C53	CB6	CR6	CX7	
C4-1	C11	C22	C28	C36	C46	C56	CB7	CR7	CX8	
<b>N</b>	<b>P</b>		<b>T</b>			<b>X</b>	<b>Y</b>	<b>Z</b>		
NP2	P71	P76	T51	T53	T57	XB	Y64	Z2	Z	Z66
NP7	P72		T52	T56	T58	XB3		Z11	Z33	

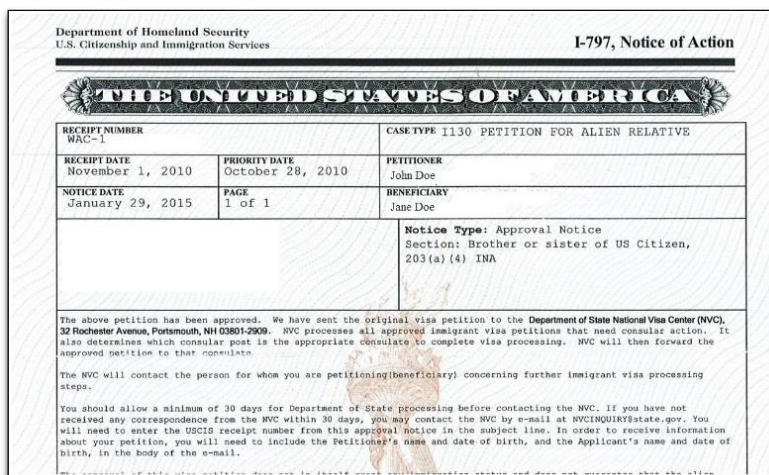


## 4.2 I-797

A Form I-797 is issued by USCIS most commonly as a Notice of Action to communicate with the individual for many different reasons, such as approval of an application or petition, or as a replacement Form I-94. Acceptable notice types are: receipt notice, approval notice, and fee waiver notice. See Figure 4-1 below.

Photocopies of an I-797 approval notice, fee waiver notice, or receipt notice on plain white paper are acceptable. Photocopies do not need to be on colored paper.

Use Table 5-8 below to help determine what requirements need met when an applicant presents an I-797 for the issuance of an Ohio credential.



**Figure 4-1:** Sample image of an I-797

**Table 4-8: I-797 Case Type Requirements**

<i>I-797 case type:</i>	<i>Requirements and BASS entries:</i>
I-90	Also need an expired <a href="#">I-551</a> or an unexpired Passport. In BASS, select “ <a href="#">I-797 I-90</a> ” as the document and no expiration date needs entered.
I-765	Also need an unexpired <a href="#">Passport</a> , <a href="#">Visa</a> (can be expired), <a href="#">I-94</a> (can be expired), and <a href="#">letter from employer</a> dated within 60 days. Exception: Approval notices do not require a letter from the employer. In BASS, select “ <a href="#">I-797</a> ” as the document and enter <a href="#">one year from the notice date</a> as the expiration date.
I-129 or I-140	Also need an unexpired <a href="#">Passport</a> , <a href="#">Visa</a> (can be expired), <a href="#">I-94</a> (can be expired), and <a href="#">letter from the employer*</a> listed under petitioner, dated within 60 days. Exception: Approval notices do not require a letter from the employer.  *The employer petitions USCIS for the individual, so the letter must be from the same employer. If the individual is no longer employed with this employer, the I-797 is not valid and an Ohio credential cannot be issued.  In BASS, select “ <a href="#">I-797</a> ” as document and enter the <a href="#">date indicated in Notice Type</a> or, if not available, one year from the notice date as the expiration date.

<b>Table 4-8 Continued: I-797 Case Type Requirements</b>	
<i>I-797 case type:</i>	<i>Requirements and BASS entries:</i>
I-485	Also need an unexpired <a href="#">Passport</a> , <a href="#">Visa</a> (can be expired), and <a href="#">I-94</a> (can be expired).  In BASS, select “ <a href="#">PPR</a> ” (Pending Permanent Resident) as document and enter <a href="#">four birthdays from the current date</a> as the expiration date.
I-130	Also need an unexpired <a href="#">Passport</a> , <a href="#">Visa</a> (can be expired), and <a href="#">I-94</a> (can be expired).  In BASS, select “ <a href="#">I-797</a> ” as document and enter <a href="#">two years from the notice date</a> as the expiration date.
I-539	Also need an unexpired <a href="#">Passport</a> , <a href="#">Visa</a> (can be expired), and <a href="#">I-94</a> (can be expired).  In BASS, select “ <a href="#">I-797</a> ” as document and enter the <a href="#">date indicated in Notice Type</a> or, if not available, one year from the notice date as the expiration date.
N-400	Also need an unexpired or expired <a href="#">I-551</a> or an unexpired <a href="#">Passport</a> .  In BASS, select “ <a href="#">I-797</a> ” as document and enter <a href="#">four birthdays from the current date</a> as the expiration date.
I-360	Also need an unexpired <a href="#">Passport</a> , <a href="#">I-94</a> (if one was issued), and expired <a href="#">I-551</a> (if available).  In BASS, select “ <a href="#">I-797</a> ” as document and enter the expiration <a href="#">date indicated on the I-797</a> or, if not available, one year from the notice date as the expiration date.
I-751	Also need an <a href="#">I-551</a> (expired or unexpired) or unexpired passport.  In BASS, select “ <a href="#">I-551T</a> ”. If the <a href="#">I-551</a> is unexpired or expired less than 18 months, enter the expiration date as 18 months from the expiration date of the <a href="#">I-551</a> . If the <a href="#">I-551</a> is expired or not presented, enter 18 months from the notice date on the <a href="#">I-797</a> .
I-829	Also need an <a href="#">I-551</a> (expired or unexpired) or unexpired passport.  In BASS, select “ <a href="#">I-551T</a> ” and enter the expiration date as 18 months from the expiration date of the <a href="#">I-551</a> . If the <a href="#">I-551</a> is not presented, enter one year from the notice date on the <a href="#">I-797</a> .
I-821	See section <a href="#">4.5 Temporary Protected Status</a> for details.

If an I-797 is acceptable to prove legal presence, it can be used for proof of address. As an example, if an I-797 receipt notice with a case type of I-765 is over one year old, it should not be accepted as proof of Ohio street address because we would not accept it for proof of legal presence.

The *USCIS Verification* screen in BASS requires the Alien Number or I-94 number. If the I-797 does not include the Alien/USCIS number, the applicant can obtain an I-94 printout with the I-94 number.



### 4.3 I-94

Form I-94 is the paper Arrival and Departure Record issued by the Department of Homeland Security (DHS) to foreign visitors entering the United States. The paper I-94 is usually attached to the foreign passport and contains a stamp with the departure date. I-94s that have been automated, will display the I-94 information as a stamp in the foreign passport in place of the paper I-94.

As of April 30, 2013, in most cases, issuance of paper I-94s was replaced with a stamp in the customer's foreign passport. Refugee, asylum, and parolee customers still receive paper I-94s with the preprinted number crossed out and the true I-94 number hand-written.

The I-94 must be unexpired if it is their sole legal presence document. If the I-94 has no actual date as the expiration date ("D/S" is not an expiration date), the legal presence document (I-20, DS 2019, etc.) determines the DL/ID expiration date. Do not use a letter from the employer/school to determine the DL/ID expiration date.

If the I-94 is expired or has "D/S" (Duration of Status) as the expiration date, an I-797 (Receipt Notice) with an acceptable case type may be presented (Ex: I-539 – application to extend/change nonimmigrant status). The customer may also present an unexpired I-20, DS-2019 or other documents indicating their legal presence.

Use Table 4-9 to help determine what requirements need met when an applicant presents an I-94 for the issuance of an Ohio credential.



DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

OMB No. 1533-0113

Departure Record

Admission Number:  
442415050 21

CLASS OF ADMITTANCE  
ADMITTED  
NYC  
JUL 16 2009

Client:  
U-112

16. Family Name  
SMITH

17. First (Given) Name  
MARY

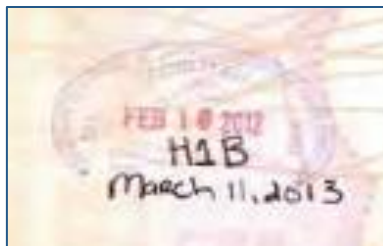
18. Birth Date (DDMMYY)  
11/30/57

19. Country of Origin  
PHILIPPINES

See Other Side

CBP Form I-94 (0506)

STAPLE HERE



**Figure 4-2:** Sample image of an I-94

**Table 4-9: I-94 Requirements**

<i>I-94 situation:</i>	<i>Requirements and BASS entries:</i>
I-94 stamp in Passport or Visa	Required documents depend on the class type listed on I-94. Contact License Control help desk for assistance. Select “I-94” as the document and enter the <a href="#">exp date written on bottom of stamp</a>
I-94 with “indefinite” Refugee stamp within 2 years old	The applicant does not need to present any additional legal presence documents. In BASS, select “I-94 Refugee” as the document and enter <a href="#">four birthdays from the current date</a> as the expiration date.
I-94 with “indefinite” Refugee stamp over 2 years old	Also need an I-797 with case type I-485 In BASS, select “PPR” as the document and enter <a href="#">four birthdays from the current date</a> as the expiration date.
I-94 with Refugee stamp with expiration date	The applicant does not need to present any additional legal presence documents. In BASS, select “I-94 Refugee” as the document and enter the <a href="#">expiration date indicated on the I-94</a> as the expiration date.
I-94 with “indefinite” Parolee stamp	The applicant does not need to present any additional legal presence documents. In BASS, select “I-94 Parolee” as the document and enter <a href="#">four birthdays from the current date</a> as the expiration date.
I-94 with Parolee stamp with expiration date	The applicant does not need to present any additional legal presence documents. In BASS, select “I-94 Parolee” as the document and enter <a href="#">expiration date indicated on the I-94</a> as the expiration date.
I-94 with “indefinite” Asylum stamp	The applicant does not need to present any additional legal presence documents. In BASS, select “I-94 Asylum” as the document and <a href="#">four birthdays from the current date</a> as the expiration date.
I-94 with Asylum stamp with expiration date	The applicant does not need to present any additional legal presence documents. In BASS, select “I-94 Asylum” as the document and enter the <a href="#">expiration date indicated on the I-94</a> as the expiration date.
I-94 stamped as temporary I-551	See Table 4-3 in section <a href="#">4.1.1 Acceptable I-551 Documents</a> for details.
I-94 indicating CFA/FSM, CFA/MIS, or CFA/PAL with “D/S” as date	Also need an unexpired <a href="#">Passport</a> from Federated States of Micronesia (FSM), Republic of Marshall Islands (RMI), or Palau. May also have an I-766 (category A08) with an expiration date other than D/S. In BASS, select “I-94” as document and enter the <a href="#">four birthdays from the current date</a> as the expiration date.

## 4.4 SEVIS I-20 AND DS-2019

The Student Exchange Visitors Information System (SEVIS) is a web-based system that allows schools and other sponsoring organizations to maintain data regarding international nonimmigrant students and exchange visitors in the United States. I-20 (F or M student visa holders) or DS-2019 (J exchange visa holder) forms are issued to the student, dependent spouse, and dependent children.

In all cases, the school listed on the I-20 or DS-2019 can be located in any state and since USCIS allows students to enter the country 30 days prior to the start of school, the Ohio credential can be issued up to 30 days prior to the beginning date of school.



Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB No. 1545-0045

SEVIS ID: W0004705512

PERSON IDENTIFICATION NAME 01-01-1980	GIVEN NAME JASON	CLASS <b>F-1</b> ACADEMIC AND LANGUAGE
PHOTO IDENT NAME 01-01-1980	PARENT OR NAME JASON	
SCHOOL OR INSTITUTION 01-01-1980	COUNTRY OF CITIZENSHIP UNITED STATES	
DATE OF BIRTH 01-01-1980	ADMISSION NUMBER JASON	
FROM OTHER REASON 01-01-1980	LEGAT'S NAME JASON	

**SCHOOL INFORMATION**

SCHOOL NAME 01-01-1980	SCHOOL ADDRESS 01-01-1980
SCHOOL PHONE 01-01-1980	SCHOOL CODE AND APPROVAL DATE 01-01-1980

**PROGRAM OF STUDY**

EDUCATION LEVEL 01-01-1980	MAJOR 01-01-1980	MINOR 01-01-1980
NORMAL PROGRAM LENGTH 01-01-1980	ACADEMIC FREQUENCY NOTES 01-01-1980	
PROGRAM START DATE 01-01-1980	PROGRAM END DATE 01-01-1980	

**FINANCIALS**

ESTIMATED ANNUAL COST FOR 1 YEAR 01-01-1980	STUDENT FUNDING FOR 1 YEAR 01-01-1980
Room and Board 01-01-1980	Travel 01-01-1980
Living Expenses 01-01-1980	Other 01-01-1980
Insurance (if applicable) 01-01-1980	Other 01-01-1980
TOTAL 01-01-1980	TOTAL 01-01-1980


**REMARKS**  
01-01-1980

**SCHOOL ATTESTATION**  
01-01-1980

**STUDENT ATTESTATION**  
01-01-1980

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**Figure 4-3:** Sample image of an I-20 with SEVIS



U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO. 1545-0045  
EXPIRES 01-01-2020  
FORM I-2019 (J-1) (Rev. 01-01-2019)

Page 1 of 2

1. Page Name 01-01-1980	2. City of Birth 01-01-1980	3. Country of Birth 01-01-1980	4. Exchange Visitor Code 01-01-1980	5. Status 01-01-1980
6. Legal Residence 01-01-1980	7. Legal Residence Country Code 01-01-1980	8. Public Code 01-01-1980	9. Position 01-01-1980	10. Exchange Visitor Category 01-01-1980
11. Exchange Visitor Name 01-01-1980	12. Exchange Visitor Address 01-01-1980	13. Exchange Visitor Phone 01-01-1980	14. Exchange Visitor Email 01-01-1980	15. Exchange Visitor Date of Birth 01-01-1980
16. Exchange Visitor Date of Issuance 01-01-1980	17. Exchange Visitor Date of Expiration 01-01-1980	18. Exchange Visitor Date of Entry 01-01-1980	19. Exchange Visitor Date of Departure 01-01-1980	20. Exchange Visitor Date of Return 01-01-1980

**Exchange Visitor Information**

1. Exchange Visitor Name 01-01-1980	2. Exchange Visitor Address 01-01-1980
3. Exchange Visitor Phone 01-01-1980	4. Exchange Visitor Email 01-01-1980

**Exchange Visitor Category**

1. Exchange Visitor Category 01-01-1980	2. Exchange Visitor Subcategory 01-01-1980
--	---

**Exchange Visitor Status**

1. Exchange Visitor Status 01-01-1980	2. Exchange Visitor Substatus 01-01-1980
--	---

**Exchange Visitor Information**

1. Exchange Visitor Name 01-01-1980	2. Exchange Visitor Address 01-01-1980
3. Exchange Visitor Phone 01-01-1980	4. Exchange Visitor Email 01-01-1980

**Exchange Visitor Category**

1. Exchange Visitor Category 01-01-1980	2. Exchange Visitor Subcategory 01-01-1980
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**Exchange Visitor Status**

1. Exchange Visitor Status 01-01-1980	2. Exchange Visitor Substatus 01-01-1980
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**Figure 4-4:** Sample image of a DS-2019

Use Table 4-10 to help determine what requirements need met when an applicant presents an I-20 or DS-2019 for the issuance of an Ohio credential.

**Table 4-10: I-20 and DS-2019 Requirements**

<i>Document presented:</i>	<i>The applicant must also present: / Requirements and BASS entries:</i>
I-20 with SEVIS number	<p>Also need an unexpired <a href="#">Passport</a>, <a href="#">Visa</a> (can be expired), and <a href="#">I-94</a> (can be expired).</p> <p>In BASS, select “<a href="#">I-20</a>” as the document and enter the <a href="#">expiration date displayed on the first page of the I-20</a>.</p> <p>The Ohio credential can be issued up to 30 days prior to the start of the I-20.</p>
I-20 with SEVIS number and Optional Practical Training (OPT) indicated on page 3	<p>Also need an unexpired <a href="#">Passport</a>, <a href="#">Visa</a> (can be expired), <a href="#">I-94</a> (can be expired), and <a href="#">EAD</a> (Employment Authorization Document) or I-797 with case type I-765 and letter from employer.</p> <p>In BASS, select “<a href="#">I-20</a>” as the document and enter the <a href="#">OPT expiration date</a>.</p> <p>The Ohio credential can be issued up to 60 days prior to the start of the OPT.</p>
I-20 with SEVIS number and Curriculum Practical Training (CPT) indicated on page 3	<p>Also need an unexpired <a href="#">Passport</a>, <a href="#">Visa</a> (can be expired), and <a href="#">I-94</a> (can be expired). Either the Visa or I-94 must have an <a href="#">F1 status</a>.</p> <p>In BASS, select “<a href="#">I-20</a>” as the document and enter the <a href="#">CPT expiration date</a>.</p> <p>The Ohio credential can be issued up to 60 days prior to the start of the CPT.</p>
DS-2019	<p>Also need an unexpired <a href="#">Passport</a>, <a href="#">Visa</a> (can be expired), and <a href="#">I-94</a> (can be expired).</p> <p>In BASS, select “<a href="#">DS-2019</a>” as the document and enter the <a href="#">expiration date displayed on the DS-2019</a>.</p>

#### 4.5 I-766 - EMPLOYMENT AUTHORIZATION DOCUMENT

USCIS issues an I-766 Employment Authorization Document (EAD) to noncitizens to provide temporary employment authorization.

As of January 17, 2017, USCIS automatically extends certain expiring EADs for up to 180 days to help prevent gaps in employment authorization and documentation.

The customer must present the following documents:

- I-797 Receipt Notice of Action with a case type of I-765 and one of the eligible categories listed in Table 4-11 (the notice date must be on or after January 17, 2017)
- EAD (I-766) – An expired EAD is acceptable only if the customer applies for the new I-766 before the current card expired
- Proof of SSN, if ever assigned
- Proof of Ohio residential street address

If your customer presents an I-797 with case type I-765 and an eligible category, you must contact the License Control help desk for approval to issue. If License Control approves the issuance, issue the credential with an expiration date 180 days from the expiration date of the EAD.

**Table 4-11: EAD Extension Eligibility Categories**

<i>Eligibility Category (Case Type listed on I-797):</i>	<i>Description:</i>
A03	Refugee
A05	Asylee
A07	N-8 or N-9
A08	Citizen of Micronesia, Marshall Islands, or Palau
A10	Withholding of Deportation or Removal Granted
A12	Temporary Protected Status (TPS) Granted
C08	Asylum Application Pending
C09	Pending Adjustment of Status under Section 245 of the Act
C10	Suspension of Deportation Applicants (filed before April 1, 1997) Cancellation of Removal Applicants Special Rule Cancellation of Removal Applications under NACARA
C16	Creation of Record (Adjustment Based on Continuous Residence Since January 1, 1972)
C19	Pending initial application for TPS where USCIS determines applicant is <i>prima facie</i> eligible for TPS and can receive an EAD as a “temporary treatment benefit.”
C20	Section 210 Legalization (pending I-700)
C22	Section 245A Legalization (pending I-687)
C24	LIFE Legalization
C31	VAWA Self-Petitioners

## 4.6 TEMPORARY PROTECTED STATUS

Temporary Protected Status (TPS) is granted by USCIS to an individual who cannot safely return to his or her country of nationality or whose country of nationality cannot handle the return.

**Important:** Contact the License Control help desk for assistance with all individuals with TPS.

Individuals who have TPS must present an unexpired foreign passport. They may also have an unexpired or expired EAD with category A10, A11, or A12, two I-797s with case types I-765 and I-821, and a letter from the employer. If the EAD qualifies for an automatic extension, the I-797 with case type I-765 is not required.

Exception: Individuals who have TPS from Liberia must present a valid passport, expired EAD with category A10 A11, or A12, and a letter from the employer. The I-797s are not required.

## 4.7 VISA

A Visa is a document that temporarily allows the applicant to be in the U.S. In most cases, a Visa cannot be used as the main document to issue an Ohio credential. If the customer's situation is not covered in other sections of this chapter, contact the License Control help desk for assistance.

## 4.8 OTHER

Canadian and Mexican applicants may not have a Visa. If not, the applicant must present an unexpired Passport, unexpired I-94, and a letter from the employer dated within 60 days. Select "I-94" in BASS and enter the I-94 expiration date. If the I-94 is expired, an I-797 with an acceptable case type (usually I-129, I-765, or I-539) must be presented.

Applicants from American Samoa, Guam, and Virgin Islands (U.S. Territories) can present a passport to prove their status in the U.S.

## 5 OFFENDER RELEASE CARDS

Offender release cards are issued to individuals released from a correctional facility to aid the person in obtaining a state credential. Offender release cards are issued by the following departments:

- Ohio Department of Rehabilitation and Corrections (ODRC)
- Department of Youth Services (DYS)
- U.S. Probation Department Northern District
- U.S. Probation Department Southern District

Use of the offender release card as identification is dependent on the applicant's status in the U.S. and the transaction being requested. When an applicant presents an offender release card to prove all five elements, only a Standard credential can be issued. See Table 5-1 for information about the use and requirements.

<b>Table 5-1: Offender Release Card Use - Status and Transaction</b>		
<i>Applicant's status in U.S. and request:</i>	<i>Offender release card is valid for:</i>	<i>Additional documents required:</i>
U.S. citizen requesting a Standard non CDL credential	An offender release card containing all required information as described in this section is acceptable evidence of the person's identity.	No other identity documents are required unless information is missing or incorrect.
U.S. citizen requesting a Standard CDL credential	An offender release card containing all required information as described in this section is acceptable to prove all elements <u>except</u> U.S. citizenship.	Proof of U.S. citizenship must be presented along with the offender release card for the CDL to be issued.
Permanent and Temporary residents requesting any credential	An offender release card presented by a foreign national is not acceptable for proof of identity.	The applicant must present acceptable documents to prove all five elements.

If an offender release card is not acceptable or has missing or incorrect information, return it to the applicant. The applicant must return with a corrected card or present acceptable documents to prove all five elements. There are two exceptions:

- When an offender release card is presented for a CDL issuance – offender release card and proof of U.S. citizenship must be presented



- When an SSA mismatch code is returned in BASS – offender release card and proof of SSN must be presented

If the applicant has a record on file that needs updated with a name change (not an error), the applicant must present documents to prove all five elements.

When an applicant's information is not verified through BASS with the SSA, a reject error code displays and the applicant must present an additional form of identification to prove SSN.

Confiscate the offender release cards at the time of an Ohio credential issuance and shred the card by close of the following business day, unless held for investigations.

### 5.1 ODRC OFFENDER RELEASE CARD

The ODRC offender release card is a green plastic card with white and yellow text.

The front of the card must contain all of the following information as displayed in the image:

- “Ohio Department of Rehabilitation and Correction”
- “For BMV Use Only”
- “OFFENDER RELEASE CARD”
- Black seal
- Two images of the individual with an orange background
- “Expires 120 days after: XX/XX/XXXX” – must be unexpired
- Individual's signature
- Individual's date of birth
- Individual's SSN
- Card ID number
- Individual's name



#### **If the photo background is not orange:**

The applicant must call Corrennia Price-Jackson at the Office of Offender Re-Entry at (614) 752-0627 and provide his or her name, card number, and offender release card issue date to obtain a new card.

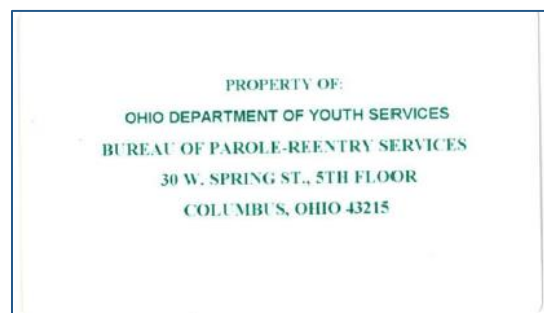
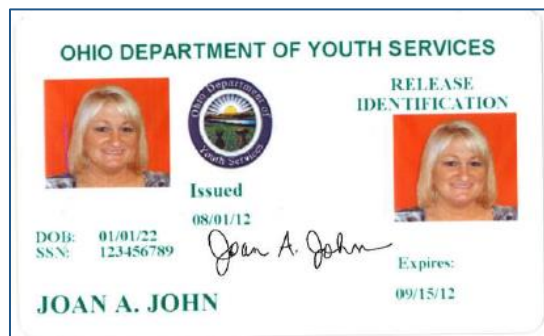
The back of the card may or may not contain a magnetic stripe. Cards without a magnetic stripe are acceptable as long as all other features and identifiers are contained on the card.

## 5.2 DYS OFFENDER RELEASE IDENTIFICATION CARD

The DYS Youth Offender Release Identification Card (YO-RIC) is a white plastic with green text.

The front of the card must contain all of the following information as displayed in the image:

- “Ohio Department of Youth Services”
- “Release Identification”
- Color DYS seal
- Two images of the individual with an orange background
- Issue date
- Expiration date (45 days from issue date) – must be unexpired
- Individual’s signature
- Individual’s date of birth
- Individual’s SSN
- Individual’s name



The back of the card must contain the following:

Property of:  
Ohio Department of Youth Services  
Bureau of Parole-Reentry Services  
30 W. Spring St., 5th Floor  
Columbus, Ohio 43215

Applicants who hold the YO-RIC may be accompanied by a parole officer or DYS caseworker, who is permitted to complete the BMV 2336 and cosign for the applicant.

### 5.3 U.S. PROBATION DEPARTMENT NORTHERN DISTRICT OF OHIO OFFENDER RELEASE CARD

The Northern District of Ohio issues a hunter green laminated paper card with white and yellow text.

The front of the card must contain all of the following information as displayed in the image:

- “U.S. Probation Department Northern District of Ohio”
- “For Ohio BMV Use Only”
- “OFFENDER RELEASE CARD”
- Gold Federal seal
- Two images of the individual with a white background
- “Expires 120 days after: XX/XX/XXXX” – must be unexpired
- Individual’s date of birth
- Individual’s name (displayed twice)
- Individual’s SSN
- Card ID number



### 5.4 U.S. PROBATION DEPARTMENT SOUTHERN DISTRICT OF OHIO OFFENDER RELEASE CARD

The Southern District of Ohio issues a hard plastic, hunter green card with yellow and white text.

The front of the card must contain all of the following information as displayed in the image:

- “U.S. Probation Department Southern District of Ohio”
- “For Ohio BMV Use Only”
- “OFFENDER RELEASE CARD”
- Color Federal seal
- Two images of the individual with a white background
- “Expires 120 days after: XX/XX/XXXX” – must be unexpired



- Individual's signature
- Individual's date of birth
- Individual's SSN
- Card ID number
- Individual's name

## 6 GENDER

The applicant is permitted to declare his or her gender without providing documentation for proof at the time of first issuance. However, once a person's gender is on record, it can only be changed if either of the two situations below apply:

- The applicant presents acceptable evidence proving the original designation of gender was recorded incorrectly.
- The applicant complies with the BMV's Declaration of Gender Change procedures.

### 6.1 DECLARATION OF GENDER CHANGE PROCEDURES

The Declaration of Gender Change procedures are described below. If the applicant requests a gender change on his or her Ohio credential, the applicant must complete the BMV 2369 *Declaration of Gender Change* application and submit it to the BMV. The BMV 2369 can be obtained by:

- Calling (614) 752-7500 or (614) 752-7600
- Sending an e-mail to [BMVOnlineServices@dps.ohio.gov](mailto:BMVOnlineServices@dps.ohio.gov)
- Visiting the BMV Web site at [www.bmv.ohio.gov/forms-numerical.aspx](http://www.bmv.ohio.gov/forms-numerical.aspx)

The BMV will correct the applicant's record and mail a Notice of Correction letter to the applicant with instructions to purchase an updated Ohio credential.

When an applicant presents a Notice of Correction letter at your agency, follow the instructions on the letter. Scan the Notice of Correction letter with the credential issuance and retain it with the day's work.

If the applicant also requests a name change, name change requirements must be met as described in section [2.1 - Full Legal Name & Date of Birth Requirements](#) of this chapter.

## 7 INTERNATIONAL DRIVING PERMIT

In addition to having a valid foreign driver license, visitors are advised to carry an International Driving Permit (IDP), as authorized by the 1943/1949 or 1968 conventions, or attach an English translation to the national driver license.

Visitors from foreign countries can obtain an IDP in their native country prior to arriving in the U.S. The IDP is translated into the nine official languages of the United Nations, which includes English, and serves as a translation to be used in conjunction with the visitor's valid driver license.

Follow fraudulent document procedures, including confiscation, when an International Driver License or Permit issued over the internet is presented.

## 8 ACCEPTABLE SIGNATURES

An applicant is not required to sign his or her name exactly as it displays on the application. However, the applicant is required to sign his or her legal signature, which is the signature used to sign legal documents, checks, etc. The applicant is not permitted to sign using additions or titles as a part of the signature. Additions include "without prejudice" or references to "U.C.C." Titles include "Dr." and "Mrs."

The signature collected on the signature pad at the workstations for Ohio credential issuance indicates the applicant agrees to and understands the information regarding the issuance. The signature also displays on the printed Ohio credential.

**Children unable to sign.** If a child is too young to review the content and sign his or her own name, the parent or guardian must sign the child's name.

**Other applicants unable to sign.** If the applicant is unable to sign his or her own name for any reason other than being too young, the procedures below should be followed. In both situations, the person assisting the applicant must present identification.

If the applicant is able, he or she must mark an "X" on the signature pad or signature line and the person assisting the applicant must write the word "by" and sign his or her own name after the X.

If the applicant is unable to mark an "X" for the signature, the person assisting must mark an "X" then write "by" and sign his or her own name on the signature pad or signature line.